

Attendance and Punctuality Policy

Glasgow Maritime Academy LLP requires full attendance and punctual participation throughout every course.

100% attendance is required for all Glasgow Maritime Academy courses.

Attendance forms an essential part of the learning, practical training, assessment and certification process. A participant who misses any required part of a course has not completed the course until the missed training has been satisfactorily completed.

1. Attendance requirement

Participants must attend every scheduled:

- classroom session;
- online teaching session;
- workshop;
- practical exercise;
- simulator exercise;
- assessment;
- examination;
- briefing and debrief;
- other mandatory course activity.

There is no general allowance for partial attendance. Any missed mandatory training must be completed before course completion can be confirmed.

2. Participant responsibilities

Participants are required to:

- attend every scheduled session;
- arrive before the published start time;
- remain present for the full duration of each session;
- return promptly following breaks;
- participate actively in required teaching and exercises;
- attend all practical, simulator and assessment activities;
- notify GMA as soon as possible if they expect to be absent or late;
- follow any instructions given regarding completion of missed training.

Notification of an absence explains the reason for the absence. It does not remove the requirement to complete the missed training.

3. Punctuality

Participants are expected to be present and ready to commence training at the stated start time. Late arrival may result in the participant being recorded as having missed part of the session.

Where lateness causes a participant to miss a required learning outcome, safety briefing, instructor demonstration, practical exercise, assessment instruction or other mandatory element, that element must be completed before the participant can be regarded as having achieved 100% attendance.

Repeated lateness may be addressed under the Participant Code of Conduct.

4. Early departure

Participants must remain for the full scheduled duration of each training day or session. Leaving early without authorisation will be recorded as missed training. Where early departure is unavoidable, the participant must notify the lecturer or administration team and complete any mandatory material missed as a result.

5. Attendance recording

Attendance will be recorded for all scheduled training. Records may include:

- signed attendance registers;
- electronic attendance records;
- instructor-confirmed registers;
- online platform attendance data;
- practical and simulator participation records;
- assessment attendance records;
- records of late arrival or early departure;
- records of replacement or catch-up training.

Attendance records must accurately reflect the participant's actual presence. Attendance must never be recorded for a participant who was not present.

Participants must not sign an attendance register on behalf of another person, ask another person to confirm attendance on their behalf, falsify an attendance record or falsely represent participation in online training. Falsification of attendance records will be treated as serious misconduct.

6. Online course attendance

Participants attending remotely are subject to the same 100% attendance requirement as participants attending in person. Simply logging into an online teaching platform does not, by itself, demonstrate attendance.

The lecturer may verify participation through visual confirmation, verbal interaction, responses to questions, participation in exercises, attendance monitoring, joining and leaving times and completion of required activities.

A participant who logs into a session but is subsequently absent, unresponsive for an unreasonable period or otherwise fails to participate may be recorded as absent for the affected period.

7. Absence

Where a participant is unable to attend any part of a course, they must inform GMA as soon as reasonably practicable. The reason for the absence will be recorded where appropriate.

An understandable or authorised reason for absence does not remove the requirement for 100% course attendance. The participant must complete the missed training before course completion can be confirmed.

8. Missed training

Where a participant misses any part of a course, GMA will identify what training was missed, the duration, the learning outcomes affected and whether any practical or assessment element was missed.

Depending on the course and the nature of the missed activity, the participant may be required to:

- attend the missed session with another course;
- attend an additional teaching session;
- repeat the relevant practical exercise;
- repeat a simulator exercise;
- complete an additional supervised training session;
- repeat part of the course;
- defer completion until the required session is next available.

The method used must ensure that the participant completes the required training rather than merely receiving notes or course material.

9. Self-study and missed attendance

Self-study, reading course notes, watching recordings or reviewing presentation material does not normally replace mandatory attendance. Where a participant misses required instructor-led, practical, simulator or assessed training, the missed element must be completed through an appropriate supervised training activity.

10. Certification

A participant must not be issued with a course completion certificate until the Academy is satisfied that:

- 100% of required attendance has been achieved;
- all mandatory learning activities have been completed;
- all required practical exercises have been completed;
- all required assessments have been completed satisfactorily;

- all other relevant course requirements have been met.

Where a participant has missed training, certification will remain pending until the outstanding requirement has been completed.

11. Long courses and repeated absence

For courses delivered over several days or weeks, attendance will be monitored throughout the programme. Where repeated absence or lateness occurs, GMA may meet with the participant to identify the cause and determine what action is required.

Actions may include an informal discussion, attendance warning, attendance improvement plan, additional catch-up training, deferral of assessment, deferral of certification, transfer to another course date or withdrawal from the course where completion is no longer practicable.

12. Welfare considerations

Unexplained absence may sometimes indicate a participant welfare issue. Where GMA has reasonable grounds for concern, staff may attempt to contact the participant and take appropriate welfare action in accordance with Academy procedures.

13. Equality and reasonable adjustments

Attendance requirements will be applied consistently and fairly. Reasonable adjustments may be made to support a participant in accessing training where appropriate, but an adjustment does not remove the requirement to complete the required training. Adjustments may change how a participant accesses or participates in training, but they do not result in missed mandatory training being treated as completed.

14. Staff responsibilities

Lecturers and instructors are responsible for taking accurate attendance records, identifying late arrivals and early departures, monitoring participant engagement, recording missed mandatory activities and notifying administration where catch-up training is required.

Administration staff are responsible for maintaining central attendance records, following up identified absences where appropriate, recording outstanding training requirements, coordinating catch-up or replacement sessions and ensuring incomplete attendance is identified before certification is processed.

The Quality Manager is responsible for ensuring attendance procedures are implemented consistently and reviewed through internal quality monitoring.

15. Record retention

Attendance records will be retained securely as part of the participant's training record. Records must provide a clear audit trail showing when the participant attended, whether any training was missed, what action was taken, how missed training was subsequently completed and when full course attendance was achieved.

16. Communication and review

The 100% attendance requirement will be communicated through joining instructions, course information, participant induction, the Participant Code of Conduct and the Glasgow Maritime Academy website. The policy will be reviewed at least annually and earlier where necessary. Any weakness identified in attendance recording or control will be addressed through corrective action.